

## CHAPTER 15

### DISLOCATION ALLOWANCE AND SECNAVFIN

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## DISLOCATION ALLOWANCE AND SECNAVFIN

### 15.0 GENERAL INFORMATION.

Chapter 5, Part G, of the Joint Federal Travel Regulations (JFTR) and Navy Travel Instructions (NTI) delineate entitlement to payment of dislocation allowance (DLA) under Section 407, title 37 United States Code annotated and Section 407. However, Section 407, title 37 United States Code annotated and Section 407 precludes payment of more than one DLA to an individual within the same fiscal year without certification by the Secretary of the Navy that the exigencies of the service require the individual to be moved a second time within the same fiscal year. This certification procedure is called SECNAVFIN. (See Article 15.02 for exceptions in the case of schools.)

#### 15.01 INITIATING REQUESTS FOR SECNAVFIN.

15.011 ACTION INITIATED BY DISTRIBUTOR. Chapter 1 lists those Assignment Control Authority (ACA) representatives to whom the Deputy, Chief of Naval Personnel has delegated authority to distribute enlisted personnel. Whenever the necessity for a SECNAVFIN due to the issuance of a specific assignment directive can be foreseen, the ACA representative shall initiate SECNAVFIN action prior to issuing the assignment directive and shall indicate SECNAVFIN approval in the text of the assignment directive.

15.012 ACTION INITIATED BY COMMANDING OFFICER. In any case where the execution of a permanent change of station (PCS) assignment directive would entitle an individual to payment of a second DLA within the same fiscal year and SECNAVFIN information is not contained in the assignment directive, the command in receipt of the assignment directive shall immediately notify the ACA representative of member's entitlement.

- ACA representatives shall explore alternate solutions and if the necessity for transfer still exists shall request a SECNAVFIN from COMNAVPERSCOM in accordance with Article 15.03.
- COMNAVPERSCOM will request a finding from the Secretary of the Navy. After approval, COMNAVPERSCOM will notify interested commands.

15.013 EXECUTION OF ASSIGNMENT DIRECTIVES REQUIRING SECNAVFIN. Under no circumstances will enlisted assignment directives requiring SECNAVFIN be executed (i.e., STOs shall not be prepared or any commitment made to member in connection with forthcoming transfer) unless specifically approved in advance by COMNAVPERSCOM. When urgent circumstances require, approval of such execution may be requested by message, indicating particulars of the urgency.

When authorized by COMNAVPERSCOM, the phrase "The Secretary of the Navy has found that this PCS is required by the exigencies of the service" (the phrase may be abbreviated "SECNAVFIN") shall be indicated, with such authority referenced on:

- Individual orders or endorsements thereto.

- Certificates of change of homeports furnished to individuals involved.

#### 15.02 PCS NOT REQUIRING A SECNAVFIND.

The Secretary of the Navy has determined that the following events are exigencies required by the Navy and that when the second or subsequent Permanent Change of Station results from them payment of Dislocation Allowance can be made without a SECNAVFIND:

- Change in homeport, including the initial homeport assignment, of a ship or afloat staff.
- Deactivation of a ship or activity.
- Transfer of a member from outside the United States to a hospital in the United States for observation and treatment.
- Transfer of a member within the United States to a hospital in the United States for observation and treatment, provided the commanding officer of the receiving hospital issues a statement that the treatment will be of a prolonged duration and/or the member's commanding officer requests a permanent replacement for the hospitalized members as an operational necessity.
- Transfer of a member to, from or between Duty Under Instruction (DUINS) at courses of instruction at military installations or civilian educational institutions controlled and managed by one or more of the uniformed services.

NOTE: Members ordered to DUINS at civilian colleges at which NROTC or other Navy-sponsored educational units are located are not exempted from the requirement for SECNAVFIND (e.g., if a member is ordered to or from Enlisted Education Advancement Program (EEAP) in the same fiscal year in which the member incurred another PCS move, a SECNAVFIND is required).

- When the PCS transfer order states "SECNAVFIND NOT REQUIRED" as determined by the order issuing command.

15.021 STO ENTRY WHEN SECNAVFIND NOT REQUIRED. When an enlisted assignment directive is received for a PCS for a member with dependents and a SECNAVFIND is not required, the commanding officer will so indicate on the STO by the certification "SECNAVFIND NOT REQUIRED."

#### 15.03 SUBMISSION OF REQUESTS FOR SECNAVFIND.

15.031 REQUESTS FOR SECNAVFIND. All requests for SECNAVFIND/RETROACTIVE SECNAVFIND for enlisted members should be forwarded to COMNAVPERSCOM (PERS-40) via applicable addressees.

15.0311 For Individuals. When an enlisted assignment directive is received for a PCS for a member with dependents and a SECNAVFIND is required and the document does not indicate SECNAVFIND or SECNAVFIND pending, the commanding officer will request a SECNAVFIND from COMNAVPERSCOM (PERS-40), with the following information provided:

- Name, rate, SSN, and whether the member moved dependents.

15.0312 Incident to Change of Homeport. A formal SECNAVFIND is not required for any member of a group who is entitled to a second or subsequent DLA payment resulting from a change/initial assignment of homeport or permanent duty station. The CNO message promulgating the homeport/permanent duty station change is the SECNAVFIND approval and is to be referenced as such in any Certificates of Homeport Change.

Commanding officers of units undergoing a change in homeport or permanent duty station are no longer required to request and obtain a SECNAVFIND from COMNAVPERSCOM for member's entitled to a second or subsequent DLA due to the change of homeport/permanent duty station.

15.0313 Requests for a SECNAVFIND should be submitted at an early date as approximately three weeks are required for processing. Requests need not be submitted for the entire period of inactivation, but may be submitted in increments by commands concerned.

15.032 REQUESTS FOR RETROACTIVE SECNAVFIND. Requests for retroactive SECNAVFIND will be necessary only if the provisions of this chapter have been violated, since no command is authorized to transfer an individual entitled to a second DLA without prior approval by COMNAVPERSCOM for a SECNAVFIND.

15.0321 A command receiving an individual who was eligible for a second DLA but was transferred without prior approval of SECNAVFIND shall advise the individual concerned to submit a request for a retroactive SECNAVFIND to COMNAVPERSCOM (PERS-40) via (1) his/her present commanding officer and (2) his/her former commanding officer.

15.0322 Former command, having transferred a member who subsequently claims entitlement to a second DLA shall forward the individual's request for a second DLA, completing the following statement in the endorsement:

DATE: "I certify that execution of the directive governing transfer of (name of individual) on (date of transfer) in violation of provisions of ENLTRANSMAN (which require reference to the issuing authority before execution of transfer directives involving payment of a second dislocation allowance in a fiscal year) was accomplished solely through an administrative error by this command and not for the purpose of avoiding cancellation of the transfer directive."

G. TURNER  
LCDR, USN, Personnel Officer

In the event the former commanding officer cannot forward certification, a detailed report of the circumstances must be submitted to COMNAVPERSCOM by endorsement. Such report must clearly indicate the reasons for apparent failure to comply with instructions contained in this chapter, in view of the legal requirement that the Secretary of the Navy must certify a finding that any transfer involving payment of a second DLA in a fiscal year is required by an exigency of the service. Certifications or detailed reports submitted in accordance with the above will be signed only by the commanding officer or the executive officer.